

**Lebanon Board of Finance
Minutes of Sept 9, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman; Glen Coutu; David Geligoff ; Gregg Lafontaine; Betsy Petrie, Chuck Haralson (alt); Phil Johnson (alt);
Absent: Lori Wesolowski, Susan Zickmann (alt)

Item A. Call to Order

The meeting was called to order at 7:30 by L. Charron, Chairman.
Chuck Haralson will sit in for Lori Wesolowski

Item B. Minutes of previous meetings

B. Petrie moved to accept the Minutes from Aug 12, 2010 Regular Meeting
2nd by C. Haralson passed 5 ayes
B. Petrie moved to accept the Minutes from Aug 12, 2010 Special Meeting
2nd by C. Haralson passed 5 ayes

G. Coutu joined meeting at 7:33

C. Haralson moved to take up items F1 and F2, 2nd by B. Petrie passed 6 ayes

F1 Phil Chester reported on Cyr property. Final acreage was confirmed at 57 acres vs. earlier estimate of 46 acres. This increased acreage would require additional funds to secure rights. Town portion of 25 % would come to \$5250.

B. Petrie moved to request selectmen to call a special town meeting to release additional amount of \$5250 from Open Space Account within the Capital Reserve.
2nd D. Geligoff Passed unanimously.

F2 Update provided by Solid Waste Commission . D. Geligoff recused himself from discussion. Part of the more simplified permit process more specifically calls out facility requirements. Solid waste commission has evaluated most cost effective approaches to be in full compliance. Commission is looking at leased compactors which will require 3-4 concrete pads and electrical updates with an estimated cost of \$66,000. This approach would support single stream recycling. BOF discussion requested Solid Waste Commission to look at cost of bringing three phase electrical all the way to equipment. BOF targeted this topic for inclusion in next budget cycle.

Item C. Correspondence

None received.

D monthly expenditures Reviewed monthly expenditure report. Some July expenditures will need to be booked back into June 2010. Still working on final resolution of BOE expenditures & revenues. Reviewed Fiscal 2010 transfer report. 2009-2010 expenditures estimated to be approx \$150,000 below budget.

E1. Update on consultant work in Finance office

E1.1 Tying the capital non recurring accounts and transactions to accounting software system. Consultant confirmed ways to accomplish with present accounting software system. Consultant had conversation with Blum Shapiro about assisting with this

task. BOF asked that Consultant to have conversation with auditor about other potential approaches. Joyce O to get quote on proposed work from Blum Shapiro.

E1.2 Draft of policy for managing multiple cash accounts from various sources of similar type and purpose was presented. Would utilize consolidated accounts with sub accounts for better documentation and transaction trails while accessing more competitive interest rates. B. Petrie suggested more generic language be used for policies and procedures while calling specific requirements.

E1.3 Draft procedure to reconcile Town & BOE records was presented. Suggestion made by BOF to align language between documents and use descriptions commonly used in town (ie Board of Ed vs. Dept of Ed)

E1.4 Draft of bank reconciliation procedures to prevent fraud and provide faster more economical transfers of monies and timelier reconciliations was presented.

E1.5 Report made on Quality Data auto dump process. Issues remain between systems because they are from different vendors. Jim will report back in 30 days to identify whether this will be possible with our current systems.

BOF will review drafts of all above and take future action when documents are complete.

E2 Joyce Okonuk provided copy of a first draft of Town of Lebanon wage matrix. Matrix addressed non union /part time employees. Request was made by BOF for matrix to include all employees. Joyce to bring to next BOF meeting.

E.3 No report from WPCA. They will be attending next BOF meeting

Item F. New Business

F3 Funding option for bridge replacement. Documents passed out showing Towns long term debt, and three borrowing scenarios for replacing three bridges(Mack Road bridge over Pease Brook, Taylor Bridge over Bartlett Brook and Waterman Road bridge over Pease Brook). B. Handfield went over design and construction estimates for each of the 3 bridges. BOF also discussed possible schedules and potential use of Fund Balance as one funding source.

G. Lafontaine moved to request the Board of Selectmen to call a special town meeting to approve funding for the replacement of the Mack Road bridge over Pease Brook at a cost not to exceed \$220,000 with funds to come from Fund Balance. 2nd B Petrie. Passed unanimously.

G. Lafontaine moved to request the Board of Selectmen to call a special town meeting for the purpose of approving funding for the replacement of Taylor Bridge over Bartlett Brook and Waterman road bridge over Pease Brook with cost for design and construction not to exceed \$580,000 with funds to come from short term borrowing not to exceed 6yrs with a mil rate impact not to exceed 0.25 mils starting in 2011-2012 fiscal year. 2nd B Petrie. Passed unanimously.

Discussion that language in Mack road motion should be more similar to 2nd motion
G. Lafontaine withdrew motion on Mack Road Bridge. B Petrie withdrew 2nd. Passed unanimously.

G. Lafontaine moved to request the Board of Selectmen to call a special town meeting for the purpose of approving funding for the replacement of the Mack Road bridge over Pease Brook with cost for design and construction not to exceed \$220,000 with funds to come from Fund Balance. 2nd B Petrie. Passed unanimously.

F4 End of year budget adjustments for 2009-2010 L. Charron solicited input on whether BOF should change how it approached end of year transfers considering the impact the previous method had on reporting of the budget in the annual report. L. Charron questioned if BOF needed to bring budget changes that had already been approved by the BOF to town meeting for another approval. Discussion followed on what needed town approvals and the need for visibility and transparency to the town.

B Petrie moved that end of the year operating budget transfers approved by the Board of Finance will no longer require approval by town meeting. 2nd C. Haralson. Passed unanimously.

Further discussion followed and it was decided that a presentation to the town explaining these changes along with an end of year financial report would be made at a future public hearing.

F5 Consider and act on budget adjustments for 2009-2010 No action

F6 Development of Investment Policy Statement. The Banking Sub committee will work to develop a proposed Investment Policy Statement to bring back to full BOF.

G. Adjourn

D. Geligoff moved to adjourn. 2nd B. Petrie Passed unanimously. Meeting adjourned 10:35 pm.

Respectfully submitted,
Gregg Lafontaine